North Carolina Immunization Registry (NCIR)

Ordering, Transferring and Inventory Management for COVID-19 Vaccine

User Guide

Last Updated: March 22, 2022

NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Steps to Order COVID-19 Vaccine

Step 1 of 4: Navigate to Allocation Request Form

All COVID-19 vaccine is currently ordered outside of NCIR. Providers need to submit requests via the Allocation Request Form, available here:

https://surveymax.dhhs.state.nc.us/TakeSurvey.aspx?SurveyID=98MI76m3#

Audience

Inventory Control

Administrator

Fill out provider information and location information

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Complete allocation request information

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Allocation Request Form

Page 2 of 3

Allocation Request

Please request vaccine doses below (inclusive of first and second doses).

7. Please request the number of Pfizer doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Pfizer doses. Pfizer doses requested must be in multiples of 1170.*

   [0]

8. Please request the number of Moderna doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Moderna doses. Moderna doses requested must be in multiples of 100.*

   [0]

9. Please request the number of Janssen doses your provider location would like below (inclusive of first and second doses). Put '0' if you do not want any Janssen doses. Janssen doses requested must be in multiples of 100.*

   [0]

10. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the name of the on-site coordinator to assist with the transfer.*

    [ ]

11. Your requested doses will likely be filled via transfer facilitated through this request form. Please provide the phone number of the on-site coordinator to assist with the transfer.*

    [ ]

   [Back] [Next]

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Complete form by selecting **Yes** to the final statements and clicking **Done**

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Timeline for Ordering COVID-19 Vaccine

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Ordering Timeline

1. Requests must be received by Thursday at 10am to be considered for shipment the following week.
2. NCDHHS will review all requests to ensure requests are in line with guidelines below.
3. Orders are confirmed on Friday.
4. Orders are delivered the following Tuesday or Wednesday.

NOTE: In most cases, denied requests will be due to insufficient administration history and/or forecasted booster dose demand at your site. Please only request direct allocation if you can administer the Minimum Order Quantity (MOQ) within 3 months of receipt.

If you believe your vaccine request was denied in error, please review the ordering guidelines below and resubmit with sufficient justification for how you will administer all doses within 3 months of receipt.

Steps for Accepting State-Supplied Orders

Click on **Manage Transfers**.

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Step 2 of 4: Navigate to Your Order

1. Find your order under the **Inbound Transfers**.

2. Click on the **Create Date** in blue. This is going to take you to where you can view your order.

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1. You will see your order at the bottom of the screen. You must verify that these lot numbers and amounts match what you have on your invoice from the vaccine shipping box. If they do not match, please call the Help Desk at 877-873-6247

2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.

3. If your invoice matches the NCIR order, then you can accept it straight into your inventory by clicking **Accept Transfer**.

4. When you click Accept Transfer, you will see a pop-up message like below.

5. Click **OK**

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When you have successfully added your order into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.

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Transfer Successfully Accepted

Manage Orders

Create Order

Cancel

Order List   Show: ⦿ Current ◯ Historical ◯ Both

Current Orders

User	Submit Date	
Steve Martinez	12/20/2006	
Steve Martinez	12/20/2006	
Steve Martinez	12/19/2006	
Steve Martinez	12/18/2006	

Manage Inventory

Add Inventory for Site (GKANDERSON THE GREAT AND POWERFUL OZ)....   Add Inventory

Modify Quantity On Hand for Selected Sites....   Modify Quantity

Show Transactions for Sites....   Show Transactions

Return to the Previous Screen....   Cancel

You can verify the vaccine has been entered into NCIR inventory.

Site: GKANDERSON THE GREAT AND POWERFUL OZ ⌄   Show ⦿ Active ◯ Inactive ◯ Non-Expired ◯ Expired
◯ State ◯ Private ⦿ All

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	State	Exp Date
☐	COVID-19 Pfizer-BioNTech	PEDS-123	59267-1000-03	200	Y	Y	02/15/2022
☐	FluMist	abcdef	66019-0109-10	195	Y	Y	12/31/2029
☐	IPOL	123abc	49281-0860-10	328	Y	Y	03/14/2032

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Transferring COVID-19 Vaccine

Different Types of Transfers

Definitions

Outbound Transfers are when you transfer from your inventory to another site's inventory.

Inbound Transfers are when you receive transfers from another site into your inventory.

Historic Transfers are transfers that have been shipped and/or received.

Outbound Transfers to NCIR Users

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You can view any pending Inbound or Outbound transfers in the NCIR under the **Vaccine Order / Transfer Notification** portion of the Home Page. In addition to the **Manage Transfer** Screen.

1. Click **Manage Transfer**

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When you have transfers that are in queue for one reason or another they will show up under the **Vaccine Order/ Transfer Notification** portion of the home page.

Using the Manage Transfer function leaves an electronic trail from your facility to NCIP facility that you are physically transferring vaccine to.

1. To transfer vaccine to another provider on the NCIR, start by clicking **New Transfer**.

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Step 3 of 6: Complete Transfer Information

1. Choose your **Receiving Organization** as the facility that you are transferring vaccine to (NCIR only).

2. You can choose to transfer active and inactive vaccine to another provider. Click on the **OK** radio button next to your choice.

3. Enter the **Transfer Quantity** in the box next to the vaccine you are wanting to transfer. Remember to enter the amount in doses.

4. Click **Save** when you are ready to finish the transfer.

Audience

| Inventory Control |
| Administrator |

New Transfer

Sending Site	NORTH CAROLINA IMMUNIZATION REGISTRY		Save
Internal Receiving Site		or	Transfer all Expired
Receiving Organization			Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

Add from Inventory   Show ○ Active and Non-Expired ○ Inactive and Non-Expired ○ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
	Acel-Imune	DTP/aP	22525	7	Y	Y	07/31/2008
	Adacel	Td - Tdap	ADA1234	500	Y	Y	08/08/2009
	Boostrix	Td - Tdap	11111	96	Y	Y	09/30/2008
	Engerix-B Adult	HepB	111111	87.5	Y	Y	06/30/2009
	Engerix-B Peds	HepB	212121	103	Y	Y	03/30/2009
	Fluvirin	Influenza	32434	247	Y	Y	01/01/2010
	Fluzone Pres-Free	Influenza	654-654	10200	Y	Y	06/30/2008
	Gardasil	HPV	1234z	89	Y	Y	05/05/2008
	Gardasil	HPV	GD5543	10	Y	Y	01/01/2009
	Menactra	Meningo	testuat	7	Y	Y	12/31/2009
	Pediarix	DTP/aP - HepB - Polio	65656	50	Y	Y	09/30/2008
	Recombivax-Adult	HepB	252525	98	Y	Y	03/30/2009
	Tripedia	DTP/aP	U1985CA	20	Y	Y	08/06/2008

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In order to finish this transfer, you must view or print the Packing List or Label. You will not be able to complete the transaction without doing this step. Click **Packing List.**

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You should see this message **"Saved Successfully"**

The vaccine that you are transferring will show up under **Transfer Item.**

Edit Transfer: Create Date 11/01/2021   ****Saved Successfully****

Sending Site GOTHAM CITY HEALTH CENTER

Internal Receiving Site [▼] or

Receiving Organization [123 Pediatrics   ▼]

Note: Only those sites or organizations which have inventory set up are displayed.

[Save] [Packing List] [Label] [Finish Trans] [Ship] [Cancel Transfer]

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
☐	50	COVID-19 Moderna	COVID-19	COVIDYAY	9979	Y	Y	05/10/2120

NOTE: Fields marked with an asterisk * are required.

Add from Inventory   Show ⦿ Active and Non-Expired ○ Inactive and Non-Expired ○ Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	State	Expiration Date
[ ]	AFLURIA IIV4 P-Free, Ped	Influenza	HH449	50	Y	N	06/30/2022
[ ]	ActHib	Hib	ACTHIB987	500	Y	N	01/01/2080
[ ]	ActHib	Hib	NDCSRCOOL	3000	Y	N	01/01/2099
[ ]	Adacel	Td - Tdap/Pertussis	GHSK5554AB	796	Y	N	01/01/2089

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Once back to the **Edit Transfer** screen, click **Ship** twice to complete transaction.

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The Packing List will come through as a pop up box, so make sure that you have your pop up blocker turned off if it is on. You can print this slip out if you would like to, otherwise just click the **X** in the corner to close the window. When you close the box you will be sent back to the **Edit Transfer** screen.

NORTH CAROLINA IMMUNIZATION PROGRA
PACKING LIST

Shipment Date:

SHIPPED FROM
Mary Parkinson-Ivers
NORTH CAROLINA IMMUNIZATION REGISTRY
NC DHHS, Division of Public Health, Immunization Branch
1917 Mail Service Center
Raleigh, NC, 27692-1917

Phone: (919) 7156770

To:
CAROLINE HELTON
Vaccine Distribution
1330 ST MARYS STREET
RALEIGH, NC, 27605-1

Phone: (877) 8736247

IMPORTANT NOTES ON RECEIVING VACCINES:
. Verify lot, expiration and quantity against the packing list.

Vaccine	Lot Number	Expires	Doses		Cost/Dose	Total Cost
Tdap (Adacel - Sanofi Pasteur (Aventis Pasteur, Pasteur Merieux Connaught; Connaught Laboratories))	ADA1234	08/08/2009	10	0	$24.95	$249.50

🔒 Unknown Zone

| | Engerix-B Peds | HepB | 212121 | 103 | Y | Y | 03/30/2009 |
| | Fluvirin | Influenza | 32434 | 247 | Y | Y | 01/01/2010 |

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If the transfer was completed, you will see the message in blue Transfer Successfully Shipped and the transfer will show up under Outbound Transfer.

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Note:

- If a "Ship Date" does not appear on the Outbound Transfer, then the transfer was not finished.

- If the date of transfer is different than the current date shown, then type the correct date in the box next to "Enter Ship Date".

- Once the Transfer is completed, the vaccine is immediately removed from the Senders NCIR inventory and ready to Accept into the Receivers inventory.

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Inbound Transfers

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Click **Manage Transfers** and pending inbound transfers can be seen under the Inbound Transfer heading.

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Inbound Transfers can be state supplied vaccine orders or transfers from another provider. The process of accepting these inbound transfers is the same, no matter the type.

Find your transfer and click on the **Create Date** link in blue.

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To accept this transfer into your inventory, click on **Accept Transfer**. You should only accept your transfer after you have verified lot number, expiration date, and amount shipped. If your invoice matches the NCIR then accept.

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COVID-19 Vaccine Transfers between NCIR and CVMS

Transferring COVID-19 Doses between NCIR and CVMS

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NOTE: Cross-system transfers are **not currently supported**.

If you have any questions, please contact the NC Vaccines Help Desk by calling 1-877-873-6247 or by submitting a ticket https://ncgov.servicenowservices.com/csm_vaccine

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Moving COVID-19 Vaccine from CVMS to NCIR (Transition)

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Moving COVID-19 Vaccine from CVMS to NCIR

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If you have transitioned from CVMS to NCIR for managing COVID-19 vaccines, prior to the final transition date, your existing COVID-19 inventory will be transferred from CVMS to NCIR.

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Reporting and Returning Expired Vaccine

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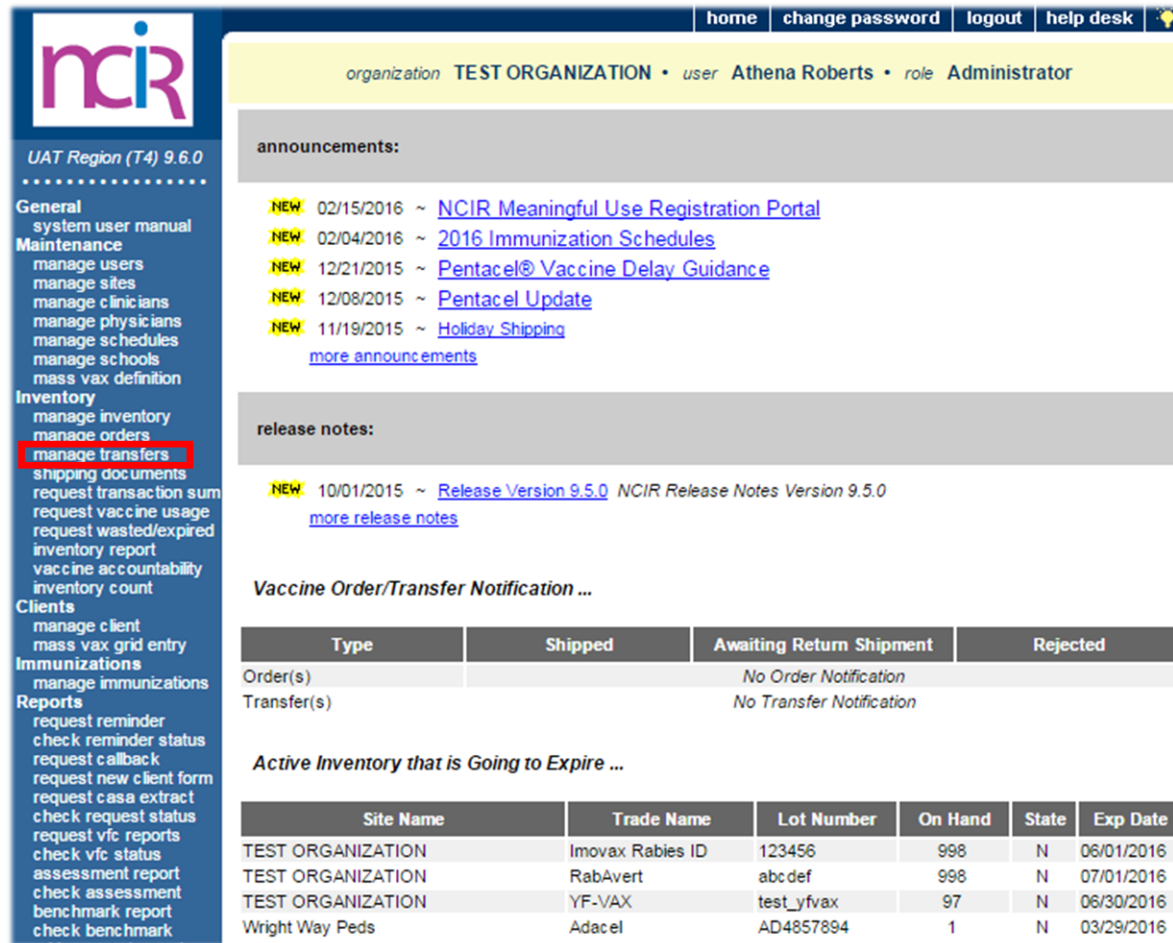
Steps to Document Expired Vaccine

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1. It's a good idea to count your expired vaccines before you begin the process to document them in the NCIR. This helps ensure that the physical count of vaccines matches what the NCIR reports your facility as having on hand.

2. Click **Manage Transfers**

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Step 2 of 4: Create New Transfer

1. You should get a pop-up for the expired vaccine. Click **OK**.
2. Click **New Transfer**.
3. Click **Transfer All Expired.**

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Lot Number: C3818AA Vaccine Name: Dtap-Hib-IPV Trade Name: Pentacel Expiration Date: 01/15/2013
All expired state-supplied inventory must be transferred to the state.
Please transfer this inventory to the State via the manage transfer menu option.

Note: There are additional expired lots in inventory.

OK

Manage Transfer

Create a New Transfer....   New Transfer

Return to Manage Transfer Screen....   Cancel

New Transfer

Sending Site TEST ORGANIZATION   Save

Internal Receiving Site _____ or   Transfer all Expired

Receiving Organization _____   Cancel

Note: Only those sites or organizations which have inventory set up are displayed.

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Step 3 of 4: Enter Expired Dose Quantity

1. In the **Transfer Quantity** box, enter the number of doses that you are PHYSICALLY sending back. Make sure this number matches EXACTLY what the NCIR says you have (Quantity Available).

2. If it matches, move to the next step.

3. If the numbers DO NOT match call the NCIR Help Desk at 877-873-6247 and ask them to remove the excess doses from your inventory

4. Enter a **Preventive Action** (e.g. "Use before expires").

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DO NOT ATTEMPT TO SEND ANY COVID-19 VACCINE BACK TO MCKESSON SPECIALTY, THE STATE OF NORTH CAROLINA, OR THE CENTERS FOR DISEASE CONTROL AND PREVENTION.

PLEASE DISCARD OF ALL EXPIRED COVID-19 VIA THE PROTOCOLS OR PROCEDURES OF YOUR OFFICE.

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Reporting Wasted Vaccine

Steps to Document Wasted or Spoiled COVID-19 Vaccine

From the homepage, click **Manage Inventory**

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Click **Show Inventory.**

Audience

Administrator

Step 3 of 5: Select the Correct Vaccine

1. Click on the **State** or **Private** radio button to display only state or private vaccine.

2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.

3. Click the **Select** box next to the vaccine so the check appears.

4. Click **Modify Quantity**.

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Y = Yes (i.e. state vaccine)

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Step 4 of 5: Enter Wasted Dose Quantity

1. In the **Modify Quantity On Hand** section, choose '**Subtract**' from the **Action** drop down list.

2. Enter the number of doses wasted in the **Amount** column.

3. Choose '**Wasted Doses**' from the **Category** drop down box.

4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.

5. Click **Save**.

Audience

Administrator

Manage Inventory

Save Changes to Quantity On Hand for Selected Sites....		Save
Return to the Previous Screen....		Cancel

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	*Amount	Category
COVID-19 Janssen	EUA4815162342	4991	Subtract ⌄	10	Wasted Doses ⌄

* Reason Wasted: Insufficient Quantity - Pfizer (5 doses)

* Preventive Action: Staff have been trained on preparation techniques.

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Reasons for Wastage

The following reasons may be recorded in the provided text box when using "Wasted Doses" in the Modify Quantity function to waste COVID-19 vaccine.

- Broken Vial/Syringe
- Expired Vaccine
- Failure to store properly upon receipt
- Lost or unaccounted for vaccine
- Mechanical failure Natural disaster/Power outage
- Open vial but all doses not administered
- Recall
- Storage Unit too cold
- Storage Unit too warm
- Vaccine drawn into syringe but not administered
- Vaccine spoiled in transit (Freezer/Warm)
- Insufficient Quantity – Pfizer (5 doses)
- Insufficient Quantity – Janssen (4 doses)
- Insufficient Quantity – Moderna (13 doses)

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You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.

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Manage Inventory

Add Inventory for Site (GOTHAM CITY HEALTH CENTER)....	Add Inventory
Modify Quantity On Hand for Selected Sites....	Modify Quantity
Show Transactions for Sites....	Show Transactions
Return to the Previous Screen....	Cancel

Site: GOTHAM CITY HEALTH CENTER ∨ **Show** ● Active ○ Inactive ○ Non-Expired ○ Expired
○ State ○ Private ● All

Select	Trade Name	Lot Number	NDC	Inv On Hand	Active	State	Exp Date
☐	AFLURIA IIV4 P-Free, Ped	HH449	33332-0220-20	50	Y	N	06/30/2022
☐	ActHib	ACTHIB987	49281-0545-03	500	Y	N	01/01/2080
☐	ActHib	NDCSRCOOL	49281-0545-03	3000	Y	N	01/01/2099
☐	Adacel	GHSK5554AB	49281-0400-10	796	Y	N	01/01/2089
☐	Bexsero	TH10MI	46028-0114-01	4689	Y	Y	05/08/2355
☐	Boostrix	ILUVTDAP	98765-4321-00	997	Y	Y	12/31/2099
☐	COVID-19 AstraZeneca	YALLNEEDVACCINE	00310-1222-15	9999	Y	Y	09/10/2080
☐	COVID-19 Janssen	EUA4815162342	59676-0580-15	4991	Y	Y	05/13/2055

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Where to Go for More Help?

Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
https://ncgov.servicenowservices.com/csm_vaccine

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Appendix

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NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager